



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: Deputy Sheriff
Schedule: Full-time with benefits
Department: Sheriff's Office

Salary: \$23.91 per hour
Closing Date: December 28, 2020
Must be currently P.O.S.T Certified

POSITION DESCRIPTION

A Deputy Sheriff serves in a highly responsible and visible capacity in the protection of life and property, preserves the public peace, prevents crimes, arrests violators of the law, enforces all laws and ordinances and performs other related work as required or assigned.

The successful applicant must meet the following requirements:

- Obtain a complete physical and psychological examination by a licensed physician prior to employment;
- High School Diploma, GED or HSE;
- Must be a U.S. citizen;
- Be at least 18 years of age;
- Possess or be eligible for a Montana Driver's License with a good driving record;
- Submit to a criminal history and extensive background investigation;
- Successfully complete an oral interview board;
- Must join Cascade County Deputy Association;
- Must be currently P.O.S.T Certified.

**** See attached Job Description for details****

APPLICATION PACKET REQUIREMENTS

Each applicant is required to provide the following:

- ✓ Completed Cascade County Employment Application
- ✓ Complete signed and notarized supplemental forms with PREA signature sheet
- ✓ Copy of a valid picture ID
- ✓ Copy of High School Diploma, GED or HSE
- ✓ Signed copy of Job Description (acknowledges you have read and understand the duties)
- ✓ Detailed resume of work experience

The successful applicant must serve a one (1) year probationary period, must join the Cascade County Deputy Association and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment with the Cascade County Sheriff's Office.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



CASCADE COUNTY
EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER

The information contained on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of state and federal law. Published on June 7th, 2013.

For County Use

IMPORTANT: Please **type** or **print** in ink. You may respond to sections 4, 5, and 9 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On each sheet, write your name and the job title of the position(s) for which you are applying. You may submit a legible photocopied application. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. You must sign and date, in ink, each application you submit. **LATE, INCOMPLETE or UNSIGNED applications will not be considered.**

PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND: (a) what attachments must be submitted (supplement questions, transcript, Employment Preference Form, etc.); (b) where to submit your application; (c) the required special qualifications or licenses; (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Under state and federal law, qualified applicants with disabilities are entitled to **reasonable accommodations**. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. A description of the selection process and the essential job duties is included in the vacancy announcement.

Employment Preference: The **Veterans' Employment Preference Act** and the **Persons with Disabilities Employment Preference Act** provide preference in public employment for certain military veterans and people with disabilities, or the eligible relatives thereof. **An applicant claiming employment preference must complete an Employment Preference Form, available through Human Resources or your local Montana Job Service.** The applicant must indicate at the bottom of page five (5) that the necessary documentation is attached. Contact your local Montana Vocational Rehabilitation Services Office (Department of Public Health and Human Services) for detail on obtaining disabilities preference certification. For more information, contact your local Job Service.

1. Name: _____ Last First M.I. Address: _____ Street _____ City State Zip Code Phone Number: _____ Work Home Cell	2. What position are you applying for? (See Job Vacancy Announcement.) Position: _____ Department: _____ Closing Date of Vacancy: _____
3. Have you ever been convicted of a crime involving theft, abuse, neglect, or mistreatment of an individual or any other felony/misdemeanor (except routine traffic violations)? A conviction will not necessarily disqualify you for the position. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list on a separate sheet of paper the convictions.	
4. My signature below certifies that all information on this and all attached pages (checked below) are true, correct and complete to the best of my knowledge and contain no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify me from consideration for employment with Cascade County or, if hired, may be grounds for termination at a later date. Employers may be contacted as references. In the spaces below, I have checked attachments, including those required in the job vacancy announcement. I understand that, if I am the final applicant for the applied position, a criminal background check may be conducted and the results thereof may disqualify me from consideration for employment with the County. <input type="checkbox"/> Responses to Supplemental Questions <input type="checkbox"/> Transcript <input type="checkbox"/> DD-214 <input type="checkbox"/> Resume <input type="checkbox"/> DPHHS Certification <input type="checkbox"/> Typing/Ten-key Certification <input type="checkbox"/> Other (specify) _____	
Signature: _____ Date: _____	

5. EDUCATION: You may respond to this section on a separate sheet of paper (on each sheet write your name and job title for which you are applying) if all relevant blocks are completed and the same format is followed.

High School Name and Address: _____

College, University, Other Schools & Training Courses Name and Location	Dates Attended	Did you receive a degree or certificate?	Date Received	Major or Minor Field	Credits Earned - Indicate Quarter or Semester Hours

6. List current Professional Licenses, Registrations, or Certifications (engineering, medical, CPA, etc.)

Licensing Agency Name and Location	Type of License	Endorsement/Restriction (if applicable)	Date Issued

7. If applying for skilled crafts jobs, are you a recognized journey level worker?

☐ Yes

☐ No

If Yes, what apprenticeship?

Number of years:

8. Special skills - check the skills you possess. Specify speed/errors where requested.

☐ Typing / ☐ Data Entry / ☐ Ten-Key / ☐ Legal Terminology ☐ Medical Terminology

Other: _____

Computer Programming Languages (specify): _____

Computer Software: _____

Equipment - List types of equipment you can operate and specify name or model you have used: _____

9. EXPERIENCE: List your work and/or volunteer experience with emphasis on experience that is relevant to the position which you are applying. **Begin with your present or most recent experience.** Include military service that would help you qualify. **List each promotion as a separate position.** You may respond to this section on a separate sheet of paper if all questions in the blocks are answered and the same format is followed. On each sheet write your name and follow the same format as below. On each sheet write your name and job title for which you are applying.

This information must be completed even if a resume is submitted.

Notice to applicants: Information you provide on this application is subject to verification. Previous employers may be contacted as references.

May we contact your present employer? ☐ Yes ☐ No

Name & Complete Address of Employer	
-------------------------------------	--

Your Job Title: _____ Dates Employed: _____ / _____ to _____ / _____

Immediate Supervisor: _____ Avg. Hrs. Per Week: _____ Total Time Employed: _____

Phone Number: _____ ☐ Full-time ☐ Part-time ☐ Volunteer

Describe your duties in detail: (knowledge, skills, abilities required, employees supervised, accomplishments)

--

Reason for Leaving:

Name & Complete Address of Employer	
-------------------------------------	--

Your Job Title: _____ Dates Employed: _____ / _____ to _____ / _____

Immediate Supervisor: _____ Avg. Hrs. Per Week: _____ Total Time Employed: _____

Phone Number: _____ ☐ Full-time ☐ Part-time ☐ Volunteer

Describe your duties in detail: (knowledge, skills, abilities required, employees supervised, accomplishments)

--

Reason for Leaving:

Name & Complete Address of Employer	
Your Job Title: _____ Dates Employed: _____ / _____ to _____ / _____ Immediate Supervisor: _____ Avg. Hrs. Per Week: _____ Total Time Employed: _____ Phone Number: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer	
Describe your duties in detail: (knowledge, skills, abilities required, employees supervised, accomplishments)	
Reason for Leaving:	
Name & Complete Address of Employer	
Your Job Title: _____ Dates Employed: _____ / _____ to _____ / _____ Immediate Supervisor: _____ Avg. Hrs. Per Week: _____ Total Time Employed: _____ Phone Number: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer	
Describe your duties in detail: (knowledge, skills, abilities required, employees supervised, accomplishments)	
Reason for Leaving:	

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires Cascade County to "make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed." This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This survey information will be separated from the application, kept confidential, and used only for statistical reports, background checks, and other lawful uses. Analysis of the information you and others provide may be used to monitor recruitment and selection practices in County government.

10. Name: _____ Social Security Number: _____	Job Applied For:
	Department _____
	Job Title _____
	Location _____

11. How did you first learn of this position?

- | | |
|--|---|
| <input type="checkbox"/> Newspaper ad | <input type="checkbox"/> Job Service Posting |
| <input type="checkbox"/> A friend/employee | <input type="checkbox"/> Internet Listing |
| <input type="checkbox"/> Posted in County Building | <input type="checkbox"/> Professional Publication |
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Other (specify) _____ |

12. ☐ M (Male) ☐ F (Female) Date of Birth (month/day/year): ____ / ____ / ____

13. RACE/ETHNICITY

Please check the one box that best describes your race / ethnicity:

- ☐ AMERICAN INDIAN or ALASKAN NATIVE
☐ ASIAN
☐ PACIFIC ISLANDER
☐ BLACK or AFRICAN AMERICAN
☐ HISPANIC or LATINO
☐ WHITE
☐ TWO OR MORE RACES

14. VETERAN or DISABILITY STATUS

Person with a disability: ☐ Yes ☐ No (if yes, please see below)

Veteran Status:

Check the **one** box that best describes your veteran status:

- | | | |
|---|--|--|
| <input type="checkbox"/> Disabled Vietnam Era Veteran | <input type="checkbox"/> Vietnam Era Veteran | <input type="checkbox"/> Veteran of Persian Gulf War |
| <input type="checkbox"/> Disabled Veteran of Other Campaign/War Era | <input type="checkbox"/> Veteran of Other Campaign/War Era | |
| <input type="checkbox"/> Other Disabled Veteran | <input type="checkbox"/> Other Veteran | |

Check the **one** box that best describes your status as a preference eligible relative:

- ☐ A Spouse of Disabled Veteran ☐ Mother of a Veteran ☐ Spouse of totally (100%) Disabled Person
☐ Unremarried Surviving Spouse of a Veteran or Disabled Veteran

Do you have certification from the Montana Department of Public Health and Human Services for Persons with Disabilities Employment Preference?

☐ Yes ☐ No

Please provide 3 PROFESSIONAL REFERENCES

(A professional reference is a reference from a person who can vouch for your qualifications for a job. A professional reference is typically a former employer, a colleague, a client, a vendor, a supervisor, or someone else who can recommend you for employment.)

Please print legibly

1.

Name: _____

Address: _____

City, State, Zip: _____

Phone, Cell Phone: _____

E-mail: _____

2.

Name: _____

Address: _____

City, State, Zip: _____

Phone, Cell Phone: _____

E-mail: _____

3.

Name: _____

Address: _____

City, State, Zip: _____

Phone, Cell Phone: _____

E-mail: _____

--READ CAREFULLY--

-- Do Not Write On This Page--

Please make sure all required information is included (see Job Vacancy Announcement).

1. Did you sign and date your application (page 1)?
2. Have you read the Job Vacancy Announcement to see what attachments must be submitted?
3. Have you checked boxes in Section 3 or 4 (page 1) to indicate what attachments you have included?
4. Did you indicate the specific Position Title in Sections 2 (page 1) and 10 (page 5)?
5. Did you include a complete address for each employer listed in Section 9 (pages 3 and 4)?
6. If you are claiming Veterans' Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation (see information on page 1)?
7. Did you provide 3 professional references (page 6)?
8. Did you attach all the application materials required by the Job Vacancy Announcement?



CASCADE COUNTY SHERIFF'S OFFICE

Jesse Slaughter – Sheriff | Cory Reeves – Undersheriff

3800 Ulm North Frontage Road, Great Falls, Montana 59404 406.454.6820 cascadecountymt.gov

**SUPPLEMENTAL FORMS
MUST BE SIGNED IN FRONT
OF A NOTARY & BE
NOTARIZED**

- A LEGACY OF SERVICE SINCE 1887 -



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CONFIDENTIALITY

I, _____ understand the MCA
(print name)

Statutes, the Cascade County Policy and Sheriff's Office mandate concerning confidentiality. I understand that violation of these statutes and policies will result in disciplinary action, to include dismissal.

I understand that law enforcement information derived from investigations is confidential. This includes criminal investigative information, intelligence information, fingerprints and photographs and any other information or records made so by law.

I understand that employees should hold confidential all information deemed not for public consumption. That confidentiality of information obtained while in the performance of my duties will be respected and used responsibly and only disseminated to person(s) as directed by the Sheriff or his designee.

I understand that information gained through conducting administrative duties, as a member of an administrative board, administrative decision-making entity or the daily processing of the administrative decision-making information is confidential, and is not general knowledge to be released, unless authorized by the Sheriff or his designee.



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PRE-EMPLOYMENT INVESTIGATION DISCOVERY WAIVER

As an applicant to the CASCADE COUNTY SHERIFF'S OFFICE for the position of

_____, I recognize that an employing law enforcement agency has a legal, as well as a moral obligation, to take every reasonable effort to ensure that persons employed by them as peace officers, or in other positions, conform to the very highest standards.

Therefore, I release and hold harmless the CASCADE COUNTY SHERIFF'S OFFICE and their officers, agents, or assigns, now and in the future, from any claim or damages in law or inequity on behalf of myself, my heirs, and assigns, for their refusal to make available any and all of the information contained in this pre-employment investigation, including, but not limited to, the identity(ies) of any person(s) and / or organization(s) which may have supplied information in the course of this investigation, as well as the substance of any information supplied.

I hereby waive my right, now and in the future, to examine, review, or otherwise discover the contents of this investigation and all related documents thereto.

Dated this _____ day of _____, 20____

Signature of Applicant _____

State of Montana

County of _____

This instrument was acknowledged before me on _____ by _____
Print Name of Signer

Notary Signature

{Montana Notaries must complete the following, if not part of the stamp}

Affix Seal/Stamp as close to
Signature as Possible

Printed Name

Notary Public for the State of _____

Residing at _____

My Commission Expires: _____, 20____



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LETTER OF UNDERSTANDING

I am applying for a position with the CASCADE COUNTY SHERIFF'S OFFICE therefore I understand that there are certain requirements I must meet before I can be accepted into this position. I understand that I must submit to an extensive background investigation at a minimum, which consists of the following areas of concern:

Review of my completed Personal History Statement	Evaluation of a Johnson, Roberts Personal History Questionnaire
Thorough criminal background checks	Thorough examination of prior employment
Examination of my personal credit / financial report	

A Hiring Review Board will evaluate the results of this investigation and make a preliminary decision as to my potential suitability for employment. I may at this point receive a conditional offer of employment which will be followed by completion of some or all of the following tests, depending upon position being sought.

Drug Screening Test	Standard medical examination	Hearing test
Psychological evaluation	Physical abilities test	Firearms aptitude evaluation

The aforementioned tests will be administered in a manner selected by the CASCADE COUNTY SHERIFF'S OFFICE. I understand that the results of the tests are the property of the agency to which I have applied, and that I will not receive copies of the reports nor any information contained in them, except as it may relate to a serious condition discovered by the examining physician.

A second Hiring Review Board will evaluate all tests in considering the requirements of the job, along with previous information and will make a final decision as to my suitability for employment, before making recommendations to the Sheriff. The Sheriff will make the final selection(s).

I agree to assist in the expedient conclusion of these reviews and examinations. I understand that successful completion of this process does not guarantee employment with the CASCADE COUNTY SHERIFF'S OFFICE only that I will be considered for positions as they become available, pursuant to established rules and regulations of the CASCADE COUNTY SHERIFF'S OFFICE. I have read and understand the content and purpose of this Letter of Understanding. I agree to abide by these requirements as a condition of employment with the CASCADE COUNTY SHERIFF'S OFFICE.

Signature of Applicant _____

State of Montana

County of _____

This instrument was acknowledged before me on _____ by _____
Print Name of Signer

Notary Signature

{Montana Notaries must complete the following, if not part of the stamp}

Printed Name

Notary Public for the State of _____

Residing at _____

My Commission Expires: _____, 20____

Affix Seal/Stamp as close to
Signature as Possible



CASCADE COUNTY SHERIFF'S OFFICE

Jesse Slaughter – Sheriff | Cory Reeves – Undersheriff

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AUTHORIZATION TO RELEASE INFORMATION

Name of Applicant _____
Please print your full name

Aliases _____

Date of Birth _____ SSN# _____

As an applicant for a position with the CASCADE COUNTY SHERIFF'S OFFICE I am required to furnish information for use in determining my qualifications and suitability. I realize that this agency will not release the information provided to them to any person, including myself. The information submitted to this agency is confidential and will be used only for investigating my suitability for law enforcement or related employment.

Toward this end, I authorize the release of any and all information that you may have concerning me, including information of a confidential or privileged nature. I hereby authorize all my previous employers, physicians, and professionals who may have examined or treated me, friends, acquaintances, credit reporting services public agencies, and all others, to furnish the CASCADE COUNTY SHERIFF'S OFFICE any and all information they may have concerning me.

I hereby release you, your organization, or others, from liability or damage which may result from furnishing the information requested. I further authorize that a photocopy of this form shall be for all intents and purposes, as valid as the original. I authorize you to retain a copy of this form in your files.

This release is valid for any information supplied within one (1) year of the date of my signature.

Signature of Applicant _____

State of Montana

County of _____

This instrument was acknowledged before me on _____ by _____
Print Name of Signer

Notary Signature

{Montana Notaries must complete the following, if not part of the stamp}

Affix Seal/Stamp as close to
Signature as Possible

Printed Name

Notary Public for the State of _____

Residing at _____

My Commission Expires: _____, 20__



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PREA:

- (1) Have you engaged in sexual abuse in a prison, jail lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
- (2) Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse; or
- (3) Have you been civilly or administratively adjudicated to have engaged in the activity described in paragraph (2).

Yes _____ No _____

If yes, please list on a separate sheet of paper and attach.

Date _____

Signature _____

Cascade County

Job Description

Job Title	Deputy Sheriff
Department	Sheriff's Office
FLSA	Non-Exempt
Date	April 2018

Job Summary

A Deputy Sheriff serves in a highly responsible and visible capacity in the protection of life and property, preserves the public peace, prevents crimes, arrests violators of the law, enforces all laws and ordinances and performs other related work as required or assigned.

Officers are expected to use the minimum force necessary to carry out their duties and are required to handle a variety of potentially volatile and dangerous situations in a calm, confident and effective manner.

Distinguishing Class Features

An individual in this class is a sworn deputy which performs law enforcement and crime prevention work by patrolling assigned areas, answering calls for service, investigating crimes, issuing citations and arresting violators. The Deputy Sheriff works under general supervision within a framework of established procedures and is expected to perform a variety of law enforcement duties with only occasional instruction, assistance and supervision. Adequate performance at this level requires the knowledge of general office procedures and the ability to choose among a variety of alternatives in solving emergency and routine incidents. The Deputy Sheriff is expected to work productively even in the absence of supervision and could be asked to assist in the supervision and training of new or less experienced law enforcement employees. General supervision of the Deputy Sheriff is provided by the Sheriff's designated chain of command depending upon assignment. A Deputy Sheriff shall be assigned to the Field Training Officer Program and complete a one (1) year probationary period.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- ☐ Provides information and assistance to motorists, pedestrians and the general public;
- ☐ Performs traffic enforcement and investigates traffic accidents;
- ☐ Conducts radar checks and issues warnings and citations for non-moving and moving violations;
- ☐ Manages an assigned area in order to prevent crime, traffic violations and accidents;
- ☐ Apprehends individuals suspected of driving under the influence of alcohol and drugs and conducts appropriate tests;
- ☐ Places individuals under arrest, delivers Miranda warning, transports suspect, places suspect in detention and completes all necessary paperwork;
- ☐ Serves statements of claims, subpoenas, summonses, jury summonses and other court orders;
- ☐ Responds to burglar alarms, armed robberies, assaults, other crimes in progress and answers general calls for service;
- ☐ Negotiates with suspects until arrival of tactical units;
- ☐ Mediates civil disputes such as domestic disturbances, landlord-tenant arguments and

- community complaints;
- ☐ Secures crime scenes for investigation and the protection of evidence;
- ☐ Responds to reported crime scenes, takes action to secure the scene; interview victims and witnesses, gather and preserve evidence, arrest suspects and prepare required reports;
- ☐ Responds to and controls disturbances of the peace, fights and other civil disturbances, including communicating with emotionally-disturbed persons and restraining uncooperative individuals until tactical units arrive;
- ☐ Restrains, escorts and transports prisoners for court proceedings, doctor, dental, psychiatric and other medical or necessary appointments;
- ☐ Testifies in court;
- ☐ Renders aid to the sick and injured and maintains personal safety;
- ☐ Eliminates public hazards and preserves the public peace;
- ☐ Prioritizes and manages time in order to address criminal and other law enforcement related problems;
- ☐ Investigates and examines death scenes and determining cause and manner of death;
- ☐ Communicates with pathologists and other professionals concerning the decedent;
- ☐ Files death certificates and keeps coroner records required by state law and local Office procedures;
- ☐ Prepares clear and concise reports in accordance with established policies and procedures;
- ☐ May perform specialized assignments such as utilizing photographic equipment, SWAT duties, search and rescue duties, accident investigations and operating small watercraft depending upon the assignment, the individual employee's skills and the requirements of the Office;
- ☐ May supervise activities of volunteer reserve personnel;
- ☐ Attends trainings, meetings, conferences and workshops as requested and authorized;
- ☐ Performs other duties as required or assigned.

Required Knowledge and Abilities

Knowledge and understanding of:

- ☐ The responsibilities and functions of the Sheriff's Office;
- ☐ Cascade County geography and rural roadways;
- ☐ Effective negotiation and mediation skills;
- ☐ Law enforcement policies, procedures and practices;
- ☐ Investigative and patrol procedures and techniques;
- ☐ Arrest procedures, prisoner restraint and transportation;
- ☐ Traffic control measures;
- ☐ First aid and CPR;
- ☐ Use and care of firearms;
- ☐ Human behavior and modification techniques;
- ☐ Self-defense techniques;
- ☐ Computer applications related to the work;
- ☐ Recordkeeping, report preparation, filing methods and records management techniques;
- ☐ Legal and law enforcement terminology;
- ☐ Safety rules, procedures and practices.

Skills in:

- ☐ Subdue individuals in a physical confrontation bearing duty equipment;
- ☐ Safely operate light-duty passenger vehicles and vans and occasionally may be required to operate patrol vehicles in high-speed emergency situations;
- ☐ Use tact, discretion, initiative and independent judgment within established guidelines;

- ❑ React in an emergency and make sound, rational decisions, demonstrating good judgment;
- ❑ Obtain facts from observation and anticipate problems and relate to the public and gain their respect.

Ability to:

- ❑ Observe accurately, remember and recall names, faces, numbers, incidents and places;
- ❑ Demonstrate ability in the use and care of firearms and proficiency in meeting Office standards for firearm expertise;
- ❑ Analyze situations quickly and objectively, to recognize actual and potential danger and to determine a proper course of action;
- ❑ Effectively cope with stressful situations, tactfully and with respect to the rights of others;
- ❑ Read, interpret and communicate laws, ordinances, rules and regulations and apply such in the course of the work;
- ❑ Maintain an effective and professional working relationship with co-workers, supervisors, other county employees, other agency personnel and citizens of varied and diverse social, economic and cultural backgrounds contacted during the course of work;
- ❑ Prepare accurate, reliable and grammatically correct written reports containing findings, recommendations and legal terminology;
- ❑ Proficiently operate a computer using word processing, spreadsheet and database applications to complete assigned job duties;
- ❑ Understand and carry out oral and written directions;
- ❑ Interact effectively with people in sensitive and controversial situations;
- ❑ Successfully complete officer candidate and field training programs;
- ❑ Communicate well with other deputies and through the designated chain of command with the Sheriff, Undersheriff, Captains and Lieutenants, other law enforcement, emergency response, detention and court personnel and the general public both orally and in writing, using both technical and non-technical language;
- ❑ Perform a wide variety of law enforcement tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of potential personal danger.

Reporting Relationships

General supervision is provided by a Sheriff's Lieutenant or a higher level of sworn personnel depending upon assignment.

Decision-making Authority:

Discretionary powers include whether to warn, issue citations or to arrest violators. Must be able to maintain an effective and professional working relationship with co-workers, supervisors, other county employees, other agency personnel and citizens of varied and diverse social, economic and cultural backgrounds contacted during the course of work.

Minimum Qualifications

Education/Experience/Training:

- High School Diploma, GED or HSE required and;
- Must be a citizen of the United States;
- Must be at least 18 years of age at the time of employment;
- Recruitment & selection processes will involve a written test, oral interview, criminal background check, psychological evaluation and general fitness evaluation process;
- Employees must have successfully completed and passed the required tests and fitness evaluation.

Desired Qualifications:

- Two years (2) previous experience in law enforcement, security or detention facility background desired.

Certifications:

- Possess or be eligible for a valid Montana driver's license;
- Successful completion of the Montana State Basic Law Enforcement Academy within one (1) year of employment or per MCA 7-32-303;
- Montana P.O.S.T. certified (must receive a passing score of 75%);
- CJIN/NCIC Mobile Computer certification required within one (1) year of employment;
- First Aid and CPR certification required within one (1) year of employment;
- Blood Alcohol Content Verifier and Firearms certification required within one (1) year of employment;
- Ability to obtain additional licenses and/or certifications as required by the position.

Sheriff's Office Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office.

Job Performance Standards

Evaluation of this position will be based primarily on performance of the preceding areas of accountability and performance. To perform the job successfully, an individual should demonstrate the following Valued Work Behavior Competencies:

- **Adaptability:** Adapts to changes in the work environment, manages competing demands, changes approach or method to best fit the situation, able to deal with frequent change, delays or unexpected events.
- **Attendance/Punctuality:** Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.
- **Change Management:** Develops workable implementation plans, communicates changes effectively, builds commitment and overcomes resistance, prepares and supports those affected by change, monitors transition and evaluates results.
- **Communication:** Speaks clearly and persuasively in positive or negative situations, listens and acquires clarification, responds well to questions, demonstrates group presentation skills, participates in meetings.
- **Customer Service:** Manages difficult or emotional customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- **Dependability:** Follows instructions, responds to leadership direction, takes responsibility for own actions, keeps commitments, completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity:** Shows respect and sensitivity for cultural differences and educates others on the value of diversity, promotes a harassment free environment.
- **Ethics:** Treats people with respect, keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values.
- **Fiscal Responsibility:** Develops cost saving measures that are approved by management.
- **Initiative:** Undertakes self-development activities, looks for and takes advantage of opportunities, asks for and offers help when needed.
- **Innovation:** Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work and develops innovative approaches and ideas.

- **Interpersonal:** Focuses on solving conflict, not blaming, maintains confidentiality, listens to others without interrupting, keeps emotions under control, remains open to others' ideas and tries new things.
- **Judgment:** Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions.
- **Leadership:** Exhibits confidence in self and others, inspires and motivates others to perform well, effectively influences actions and opinions of others, inspires respect and trust, accepts feedback from others, provides vision and inspiration, gives appropriate recognition to others, displays passion and optimism, mobilizes others to fulfill the vision, makes self-available to staff, provides regular performance feedback, develops staffs' skills and encourages growth.
- **Motivation:** Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures self against standard of excellence.
- **Organizational Support:** Follows policies and procedures, supports Cascade County's mission, vision and values.
- **Problem Solving:** Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well in group problem solving situations, uses reason even when dealing with emotional topics.
- **Professionalism:** Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments.
- **Quality:** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.
- **Safety and Security:** Observes safety and security procedures, determines appropriate action beyond guidelines and reports potentially unsafe conditions.
- **Team Work:** Exhibits objectivity and openness to others' views, gives and welcomes feedback, supports everyone's efforts to succeed.
- **Technical Skills:** Assesses own strengths and weaknesses, pursues training and development opportunities and strives to continuously build knowledge and skills, shares expertise with others.
- **Written Communication:** Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meet needs, presents numerical data effectively, able to read and interpret written information.

Essential Physical Abilities

Essential Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee is required to sit for extended periods while operating a motor vehicle;
- Must be physically fit and able to control, restrain and subdue individuals and defend against an attack;
- Frequently required to stand and walk, climb stairs, reach with hands and arms; stoop, kneel, crouch, bend or crawl, speak and hear and lift and/or move up to, but not limited to 100 pounds;
- Occasionally required to walk and/or run on sloped, slippery and /or uneven surfaces;
- Must be able to successfully complete and pass the general physical evaluation process for the Sheriff's Office;
- Use physical strength of arms and legs to climb up and over, across, ascend or descend large obstacles;

- Personal mobility to enter and search a variety of motor vehicles, confined spaces and properties, pursue suspects on foot for a sustained period while bearing duty equipment, apprehend and control suspects, enter, operate and exit motor vehicles and protect individuals and deputy from life threatening situations with or without the use of weapons;
- Push or pull self through openings of varying nature by using the necessary upper and lower body strength of the arms or legs;
- Drag, push, pull, lift or carry heavy objects or persons, move heavy equipment, rescue individuals and drag persons away from dangerous situations or respond to incidents;
- Clarity of speech and hearing to hear voice conversation and to communicate well with other deputies and through the designated chain of command with the Sheriff, Undersheriff, Captains and Lieutenants, other law enforcement, emergency responders, detention and court personnel and the general public;
- Specific hearing abilities to localize and differentiate sounds;
- Specific vision abilities include close and far vision, color and night vision, peripheral and depth perception and ability to adjust focus while operating motor vehicles, reading license plate numbers and paper documents, operating computers and other office equipment, observe and identify criminal activity and maintain personal and public safety during use of a firearm;
- Manual dexterity which permits the employee the sense of touch, gripping with fingers and hands, hand and eye coordination and which include the ability to operate a motor vehicle, perform self-defense tactics, use firearms, render aid to the public, administer sobriety and other field tests and use computers and general office equipment.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The work performed is approximately 30% in an office environment and approximately 70% performing patrol duties;
- Rotating shift work is required;
- May be required to return to duty during an emergency situation;
- Based on the fact that the duties of a law enforcement officer require an element of personal risk, all employees of this classification are responsible for using physical force, up to and including deadly force;
- Work includes both indoor and outdoor conditions, in both light and dark environments and inclement weather;
- Driving safely at accelerated speeds in moderate to severe weather conditions is a requirement of the position;
- Potential exposure to smoke, noxious odors, fumes, chemicals, needles, drugs, infectious diseases, blood borne pathogens, body fluids and toxic substances are additional hazards of the position;
- Exposure to potentially hazardous situations, which involve physically violent individuals or interviewing uncooperative, agitated or mentally or emotionally impaired individuals;
- The noise level in the work environment varies from low to sporadically loud.

Employee Signature

Date

Deputy Sheriff Immediate Supervisor Signature

Date

Human Resource Signature

Date

Approved: April 2018

EMPLOYMENT PREFERENCE FORM

Name: _____

Position Applied For: _____

Department Name: _____

Employment preference allows applicants to claim a preference under the Veterans' Public Employment Preference Act or the Persons with Disabilities Public Employment Preference Act. Applying for a preference is voluntary. All information related to a preference will be kept confidential and used only during the hiring process. Applicants hired by the state will have this information placed in a separate confidential selection file.

Contact your local Job Service Workforce Center for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (DPHHS) for details on obtaining persons with disabilities preference certification.

1. To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

☐ **A Veteran, if**

1. you were separated under honorable conditions, **AND** you served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
2. You are or were a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

☐ **A Disabled Veteran, if**

1. you were separated under honorable conditions from military duty, **AND**
2. you have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

☐ **The spouse of a disabled veteran** if the veteran's disability prevents him or her from working.

☐ **The unremarried surviving spouse of a veteran or disabled veteran.**

☐ **The mother of a veteran, if**

1. the veteran died under honorable conditions while serving in the Armed Forces, or the veteran has a service-connected, permanent, and total disability, **AND**
2. your spouse is totally and permanently disabled, **OR** you are the unremarried widow of the father of the veteran.

2. To claim **Montana Persons with Disabilities Employment Preference**, you must be (check one of the boxes below):

☐ **A person with a disability** certified by DPHHS, **OR**

☐ **The spouse** of a totally (100%) disabled person certified by DPHHS **AND** have resided continuously in Montana for at least 1 year immediately before applying for employment.

3. In the box below, check the attachment you have included to document your eligibility for employment preference.

☐ DD-214 showing the character of discharge

☐ Service-connected disability letter

☐ DPHHS Disability Certification

☐ A document issued by the Office of the Adjutant General of the Montana National Guard certifying service

SIGNATURE: (typed or written): _____

DATE SIGNED: _____